

## Appendix

### Useful Telephone Numbers

Jail Information	574-8477
Pretrial	574-4451
District Court Clerk	595-4428
Circuit Court Clerk	595-4320
Public Defender	574-3707
Evercom	1-800-844-6591

### Homeless and Emergency Night Shelters

Center for Women and Families  
927 South 2nd Street  
581-7222

The Healing Place (Men)  
1020 West Market Street  
583-0369

The Healing Place (Women)  
1607 West Broadway  
568-6680

Haven House  
1613 East 8th Street, Jeffersonville, Indiana  
285-1197

Wayside Christian Mission  
812 East Market Street  
584-3711

St. Vincent de Paul Ozanam Inn (Men)  
1034 South Jackson Street  
584-2480

Salvation Army  
831 South Brook Street  
625-1170

*This handbook is subject to change at any time.  
Revision date: January 1, 2009 by Jamie Allen*



# Louisville Metro Department of Corrections

## Inmate Handbook



**Louisville Metro Department of Corrections  
400 South Sixth Street  
Louisville, Kentucky 40202**

**Serving Justice with Duty, Integrity, and Professionalism**

# Louisville Metro Department of Corrections Inmate Handbook

# Louisville Metro Department of Corrections Inmate Handbook

## A message from Metro Corrections Director Mark Bolton



Welcome to the Louisville Metropolitan Department of Corrections (LMDC). This facility is more than a place of safekeeping and custody for those who are convicted of crimes. It is a place where you can take stock of your life, make a new beginning, learn and grow. At this facility, we encourage you to take on greater responsibility and participate in the programs offered to you. We believe that everyone has the ability to learn from their experience here at our facility. LMDC has a

responsibility to our community for the safekeeping, care and custody of all inmates that are housed here. Our goal is to offer you opportunities for learning and growth while you are at our facility.

This handbook is a guideline to the operation of our facility. It explains what is expected of you during incarceration. The rules and regulations are listed, as well as practical details for daily living. Read this book thoroughly as you are expected to comply with these regulations. If you do not understand what is written here, ask for assistance from staff members, who are available in all living areas. Copies of this handbook are also available in all living areas.

Our policies and procedures are in a constant state of review and change. If there is a need to update the materials contained in this book, an addendum will be distributed in advance before any changes are implemented.

Finally, LMDC is committed to professionalism. This facility strives to meet the strict guidelines set forth by the American Correctional Association Accreditation. The rights and dignity of every person are respected in a spirit of staff, management and inmate cooperation.

Notes pages

# Louisville Metro Department of Corrections Inmate Handbook

Notes pages

# Louisville Metro Department of Corrections Inmate Handbook

## **Mission Statement**

The Louisville Metropolitan Department of Corrections (LMDC) enhances public safety by controlling and managing offenders in a safe, humane, cost-efficient manner, consistent with sound correctional principles and constitutional standards.

LMDC is committed to excellence, emphasizing accountability, diversity, integrity and professionalism. We shall assess offender's needs and provide services that assist the offender in transition and reintegration back into the community.

## **Vision**

The Louisville Metropolitan Department of Corrections is an innovative leader within the corrections profession and is an integral component of the criminal justice system. The Louisville Metro community is a safer place to live and work because LMDC provides services and programs that allow for appropriate management and supervision of offenders.

## **Core Values**

Provide leadership in public safety and ensure model practices in the control, supervision and management of offenders.

Create and consistently enforce practice to ensure a safe and healthy environment in all our operations.

Create a highly effective workforce which practices and demonstrates the highest professional standards.

Develop and implement quality programs and services that provide offenders the opportunity for positive change.

Recognize the interest of victims, volunteers, and criminal justice providers; and acknowledge their input in the Department's management of offenders.

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## Schedules

### Video Visitation Schedule

Note: Visitors need to register in the basement of the Hall of Justice located at 600 West Jefferson Street. A valid picture ID is required.

<b>J2/Females</b>	Saturday/Monday	8:30 to 10:00 a.m. & 7:00 to 9:00 p.m.
<b>J2/Males</b>	Saturday/Monday	10:00 to 11:00 a.m. & 6:00 to 7:00 p.m.
<b>J3</b>	Sunday/Thursday	8:30 to 11:00 a.m. & 6:00 to 10:00 p.m.
<b>J4</b>	Saturday/Wednesday	8:30 to 11:00 a.m. & 6:00 to 10:00 p.m.
<b>H5</b>	Sunday/Tuesday	8:30 to 11:00 a.m. & 6:00 to 10:00 p.m.
<b>H6</b>	Sunday/Friday	8:30 to 11:00 a.m. & 6:00 to 10:00 p.m.
<b>H1 (Kitchen)</b>	Daily	8:00 to 11:00 a.m. & 6:00 to 10:00 p.m.

### Commissary Schedule

Monday	J2 & H6
Tuesday	H5 & J3
Wednesday	Shortages and Fresh food delivery
Thursday	J4
Friday	H1
Saturday	CCC

# Louisville Metro Department of Corrections Inmate Handbook

## How can inmates protect themselves from MRSA?

Wash hands frequently and any time something wet is touched.

Use soap and water when washing hands and a clean towel or paper towel that can be thrown away.

Do not let another inmate borrow soap or a used towel.

Wash towels, linens and clothes often.

Hang wet towels and wash cloths out to dry each time they are used.

After working out, wipe down benches and equipment with a dry towel.

Shower frequently.

Keep all areas as clean as possible.

See the nurse for any unusual wounds, boils or pimples that do not heal.

If the doctor orders antibiotics, take all the prescribed medication.

Keep open wounds covered and change bandages frequently.

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# Louisville Metro Department of Corrections

## Inmate Handbook

### Admission

All persons legally confined to the Louisville Metro Department of Corrections will be held until ordered by the courts of Jefferson County or any other jurisdiction which he/she is ordered confined.

### Booking Process

Louisville Metro Department of Corrections will ensure all inmates brought into custody are processed through the booking system in an efficient and timely manner. The booking process will ensure proper information is retained on inmates and inmates are identified accurately. Prior to an inmate being accepted into the facility, staff will determine the legal commitment of the inmate and whether there is an immediate need for medical attention.

The admission/booking process for inmates received into LMDC will include searching, fingerprinting, recording of personal data and information, verification of criminal history, identification number, photographing, medical screening, classification, pre-trial services and the inventory and storage of the inmate's personal property.

LMDC will ensure each inmate is provided with an orientation to the facility prior to being placed in permanent housing. Inmates will receive necessary information during the orientation program concerning rules and regulations, rule violations and sanctions, classification and custody levels, facility placement, housing and available programs. The Classification Department will ensure that all non English speaking inmates are provided assistance through interpreters.

Information will also be provided to inmates about sexual assault/abuse including:

Prevention/intervention;  
Self protection;  
Reporting sexual abuse or assault; and  
Treatment and counseling.  
Additional information on the Prison Rape Elimination Act is included within this handbook.

# Louisville Metro Department of Corrections

## Inmate Handbook

All inmates will be screened, as part of the classification orientation, within twenty-four (24) hours of arrival at the facility for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior. Inmates identified as a risk for sexual victimization will be assessed by a mental health or other qualified professional.

**Inmates who are victim of sexual abuse are encouraged to report the assault immediately to any staff member. As such, the allegations will be acted upon immediately in order to provide safety of alleged victims.**

### MRSA/ Methicillin-resistant Staphylococcus aureus

Staph aureus, often referred to simply as "staph" are bacteria commonly carried on the skin or in the nose of healthy people. Sometimes this staph can cause infection and is the most common cause of skin infections. Some staph bacteria, however, can cause serious infections. Treatment of these types of infections has become more difficult because staph bacteria have become resistant to various antibiotics including commonly used penicillin-related antibiotics. These resistant bacteria are called methicillin-resistant staphylococcus aureus or MRSA.

Staph bacteria can cause different kinds of illness including skin infections, bone infections, pneumonia, bloodstream infections and others. Since MRSA is a staph bacteria, it can cause the same kinds of infection as staph in general; however, MRSA occurs more commonly among persons in hospitals and healthcare facilities. Recently; however; MRSA has been seen in places where a number of individuals are housed such as jails and prisons and in the general community.

Most MRSA infections will start as a pimple or boil. Staph bacteria and MRSA are treatable with antibiotics. Most skin infections can be treated without antibiotics by draining the sore.

Staph bacteria and MRSA can be spread from one person to another by touching areas that have been in contact with the bacteria. Staph and MRSA are not spread though the air.

# Louisville Metro Department of Corrections

## Inmate Handbook

### **Prison Rape Elimination Act of 2003**

Louisville Metro Department of Corrections hold a zero tolerance standard for the incidence of sexual abuse/assault in accordance with the Prison Rape Elimination Act of 2003. LMDC will enforce all federal, state and local laws pertaining to inmate sexual misconduct of threats of sexual assault or intimidation by providing clear definitions of prohibited conduct, establishing uniform methods for prompt reporting and investigation of allegations of sex-related offenses or threat, identification of predators, protection of victims and prescribing sanctions for substantiated sexual offenses, as well as false allegations.

This Law is directed to all sexual acts relating to: inmate to inmate, inmate to staff and staff to inmate.

#### Common Definitions

Carnal Knowledge - As defined by PREA, contact between the penis and the vulva or the penis and the anus including penetration of any sort, however slight.

Oral Sodomy - As defined by PREA, contact between the mouth and the penis, the mouth and the vulva or the mouth and the anus.

Prison Rape - As defined by PREA, includes the rape of an inmate in the actual or constructive control of prison officials.

Rape - As defined by PREA; The carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, forcibly or against that persons will;

The carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of their youth or their temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.

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## Inmate Handbook

### **Booking Fee**

Louisville Metro Department of Corrections has adopted an administrative booking fee as authorized by Kentucky Revised Statute 441.265. The Department will impose an administrative booking fee as approved by Louisville Metro Council currently assessed at thirty five dollars (\$35.00) and subject to change. No administrative booking fee will be imposed on inmates from state, federal or other counties outside of Jefferson County where the inmate is held while in transit or while participating in court proceedings. Available funds in the inmate's account shall be used to pay any outstanding balance owed to LMDC prior to release of the funds for any other purpose.

### **Refund of Fee**

If an inmate has paid any part of the administrative booking fee and the case that served as the basis for the booking process is subsequently dismissed in its entirety with prejudice by the Court with no stipulation of probable cause, the inmate will receive a refund of the fee. Any former inmate billed in error shall also receive a refund of the fee.

Any former inmate who meets the criteria needs to submit a written request for refund to the Office of the Director of Corrections. It is the sole responsibility of the inmate to provide the documentation supporting the refund request including a copy of any applicable court order. Administrative booking fees are not grievable. Refunds may only be sought by submitting a written request to the Director of Corrections.

### **Appeal Procedure**

If the Director or his designee fails or refuses to issue a refund of the administrative booking fee within ten days of the written request, the inmate has a right, pursuant to Louisville Metro Ordinance 32.289 and KRS 441.265, to appeal the decision. The inmate shall submit a written appeal and request for a hearing to:

Code Enforcement Board  
Department of Inspections, Permits, and Licenses  
444 S. 5th Street, Suite 200  
Louisville, Ky. 40202



# Louisville Metro Department of Corrections

## Inmate Handbook

### **Inmate Rights**

All inmates incarcerated at Louisville Metro Department of Corrections shall have certain rights relative to the conditions of their confinement. These rights, as per 501 KAR 3:140 Prisoner Rights, will address access to: court(s), attorney(s), mail, telephone, grievance procedure, search and seizure, disciplinary procedure, racial segregation, medical care, mental health care and religion. LMDC will prohibit one inmate or group of inmates to be given control or allowed to exert authority over other inmates.

### **Access to Courts and Counsel**

LMDC will ensure inmates have access to the courts and counsel.

Inmates will be assisted in making confidential contacts with attorneys and their representatives. Such contact includes, but is not limited to, telephone communications, uncensored correspondence and visits.

Inmates will have access to the law library and legal materials to facilitate the preparation of documents.

LMDC will provide, free of charge to any indigent inmate, related materials and services required to prepare a defense or exercise their constitutional rights through State or Federal Courts.

LMDC will provide free notary services to inmates for legal documents through the Classification Department.

### **Inmate Legal Materials**

Louisville Metro Department of Corrections will provide legal or law related materials and assistance to inmates. The Department will ensure the inmates' right of access to the courts by providing legal assistance necessary to:

# Louisville Metro Department of Corrections

## Inmate Handbook

### **Answers to common inmate questions:**

Misdemeanor sentences are sentences of twelve (12) months or less.

Felony sentences are years or months greater than twelve (12). Convicted felons may receive a jail sentence as a condition of their probation.

When a sentence runs concurrently, the maximum terms shall be merged and the sentences are satisfied by discharge of the term which has the longest unexpired time to serve. On a concurrent sentence, unless otherwise specified by the court, the start date of the sentence begins on the first day of the present arrest. The total sentence ends when the out date for the longest sentence expires.

When a sentence runs consecutively, the terms are added together to arrive at an aggregate term and are satisfied by the discharge of such aggregate term. The first sentence shall be calculated from the date of the present arrest. The consecutive sentence begins on the date the last sentence ends.

When an inmate serving a sentence escapes from custody, the escape will interrupt the sentence. Sentences for escape or attempted escape will be calculated to run consecutively unless otherwise specified by the court.

Kentucky Department of Corrections Probation and Parole shall calculate all jail credit on all felony convictions.

### **Work release and Home Incarceration**

Louisville Metro Department of Corrections will comply with all court orders and adhere to all jurisdictional laws with regards to Work Release and the Home Incarceration Program. Inmates granted releases on all charges will be considered in the custody of LMDC until sentence obligations have been completed.



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## Inmate Handbook

### **Commissary**

Louisville Metro Department of Corrections has established guidelines which allow inmates the opportunity to purchase approved items, in addition to those items issued by LMDC, from a contract vendor with their personal funds. Commissary items will be distributed in each living area weekly. Commissary order forms will be provided to the inmates in each living area by contract service staff.

Indigent Commissary Request Forms will also be delivered by contract staff. Inmates will be eligible for Indigent Commissary if an inmate has less than \$5.00 on his/her account for a period of at least fourteen (14) days, and has not received commissary or a recently detained inmate entered the facility with less than sixty cents (\$.60).

The maximum amount allowed for weekly commissary purchases is sixty (60) dollars. Personal hygiene items will be a priority over food items if the account is short the appropriate amount.

Special Management inmates, such as Administrative Segregation and Protective Custody will have access to commissary items on a weekly basis. Disciplinary Segregation inmates will be limited to personal hygiene items and writing materials. Single Cell Commissary order forms will be posted in designated areas for inmate utilization.

Inmates that qualify as indigent may request postage and writing materials to maintain contact with their attorney or the courts by submitting an Indigent Commissary Form.

### **Records Department**

Louisville Metro Department of Corrections shall ensure that all inmate sentences are accurately computed in conformance with applicable statutes and regulations. All sentences are processed through the LMDC Records Department.

# Louisville Metro Department of Corrections

## Inmate Handbook

Challenge unconstitutional past/present jail conditions;

Seek the release or dismissal of a criminal charge, if not represented by an attorney; or

Pursue a direct appeal, habeas, RCr 11.42 relief from a conviction or otherwise pursue a release from a conviction, if not represented by an attorney.

Inmates seeking legal materials can utilize the Inmate Legal Request Form. A list of available legal materials will be noted on the form.

Classification staff assigned to the area will make the Legal Request form available during rounds. Also upon request, the floor counselor will make available a copy of the Table of Contents of all available law books.

Law books will not be provided directly to the inmate but requested material will be photocopied and provided to the inmate.

The inmate can specifically identify the legal materials sought and may submit up to three (3) requests per week.

The inmate is to sign the Inmate Legal Request form acknowledging authorization to deduct funds for requested materials.

The forms will be collected on Mondays and Tuesdays by the assigned floor counselor. All forms collected will be forwarded to the Research Assistant who will deliver the requested material in a timely manner.

Inmates are permitted to retain privately owned legal materials in their living areas, subject to limitations imposed for security reasons and inspection without notice.

Copies of legal materials will be provided at a cost of ten cents (\$.10) per page.

## Louisville Metro Department of Corrections Inmate Handbook

Upon request, indigent inmates may receive reasonable amounts of legal supplies, postage and copying services as necessary.

Other inmates and indigent inmates who have received supplies, who demonstrate by court order will be permitted copies when their funds are inadequate to pay the expense. However, the inmates account will be charged to reflect a negative balance for the cost of requested materials.

### **Inmates Access to Pre-Trial Services**

Pre-Trial Services staff will interview fresh arrest inmates within twelve (12) hours of arrest and conduct a ROR release eligibility.

### **Inmate Voting Privileges**

Inmates may register to vote in a General/Primary Election if not convicted of a felony. If convicted of a felony, civil rights must be restored by the state prior to voting.

Within three (3) months of any public Primary/General Election, an inmate may request an absentee ballot in writing to the Board of Elections:

Board of Elections  
810 Barrett Avenue  
Louisville, Kentucky 40204

### **Mail and Telephone**

Louisville Metro Department of Corrections will allow inmates to correspond freely with persons, agencies, and organizations outside of LMDC by means of the U.S. Postal Service. Any restricted correspondence will be in accordance with established law and security needs of the facility. Mail will be picked up/delivered to inmates Monday through Friday except on holidays. Since LMDC inmates assume the cost of postage, there is no limit on the amount of letters he/she can send/receive in length, language, content, source of mail, except when there is reasonable belief the limitation is necessary to protect the facility.

## Louisville Metro Department of Corrections Inmate Handbook

### **Food Service**

Louisville Metro Department of Corrections will provide all inmates a nutritionally adequate diet that meets the nationally recommended dietary allowances for basic nutrition for appropriate age groups.

Three (3) meals, including at least two (2) hot meals, will be provided at regular times during each twenty-four (24) hour period. Variations may be allowed based on weekends and holiday food service demands provided basic nutritional goals are met.

### **Medical Diets**

Therapeutic diets will be provided as prescribed by appropriate clinicians (physicians or dentist). Medical diets include:

Diabetic;  
Cardiovascular (low fat/cholesterol);  
Low Sodium;  
Lactose Intolerant;  
Pregnancy;  
Renal; and  
Bland or liquid

Food allergies will be recognized upon a determination that the food allergy exists in the inmate medical history file.

### **Religious Diets**

Special diets will be provided for inmates whose religious beliefs require the adherence to religious dietary laws when approved by the LMDC Chaplain. The Chaplain will verify and confirm the religious diet needs.

## Louisville Metro Department of Corrections Inmate Handbook

All Health Services Request Forms will be available to all inmates having inquiries about or the need for medical services. Forms may be obtained from Medical Staff during medicine pass.

### Open Records

Inmates may request copies of their current criminal history, past criminal history and court ordered motions/commitments by submitting an Open Records Request. Louisville Metro Department of Corrections shall provide for the open examination of these records, in accordance with the Open Records Act, only upon written request from the inmate. All Open Records Requests are to be in writing and must contain the signature of the inmate. Fees for inmates making open records requests will be deducted from the inmate's account prior to the release of the records. An inmate must have available funds on their account to receive such records. Open Records Request forms are available upon request from the floor counselor.

Copies	\$ .10/page
LMDC arrest history	\$ .10/page

Assigned Floor: \_\_\_\_\_

Assigned Floor Counselor: \_\_\_\_\_

## Louisville Metro Department of Corrections Inmate Handbook

Inmates deemed indigent are eligible to receive two (2) stamped envelopes and two (2) sheets of paper every two (2) weeks by utilizing the commissary order form to request indigent supplies.

All incoming mail, with the exception of privileged mail, will be opened and searched prior to delivery to the inmate. Incoming mail may be read if there is justifiable concern for the safety and security of LMDC, public officials or the public. Inmates will be notified in writing when incoming or outgoing mail is withheld.

Privileged mail will be opened and searched for contraband in the presence of the inmate it is addressed to. All legal mail will be logged and will require the inmates signature upon receipt.

For safety and security reasons, several categories of correspondence or publications will be rejected in their entirety and returned to the sender. These categories include but are not limited to:

- Sexually explicit photographs;
- Publications that are racially or sexually explicit;
- Publications expressive of cults;
- Mail that contains obscene language or drawings;
- Correspondence suggesting affiliation of gangs, depicting gang symbols, or written in code;
- Correspondence that contains plans for escape;
- Mail that contains threats of physical harm against any person or threat of criminal activity;
- Publications containing material likely to pose a threat to LMDC security;
- Any illegal reproduction of published material.

Unless specifically approved in writing by the Director/designee, LMDC inmates are not to correspond with inmates housed in any LMDC facility or any other detention/correctional facility. This privilege will be granted on a case-by-case basis.

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Louisville Metro Department of Corrections will provide inmates access to reasonably priced public telephone services in order to maintain essential community and legal contacts.

Newly admitted inmates will be permitted and if necessary assisted, to place a telephone call to an attorney of the inmate's choice or to a family member. Phones will be available in the booking area for inmate use. During the booking process local calls are free of charge. All inmate telephones will have a fifteen (15) minute time limit governed by an automatic cut-off. There will be a warning one (1) minute prior to the automatic cut-off. Collect call only phones are available in inmate housing areas and shall be accessible by an established facility schedule.

In case of an emergency situation and with the approval from Classification Staff, inmates may be authorized supervised use of a Departmental phone to place emergency phone calls.

Inmates with hearing and/or speech disabilities and inmates who wish to communicate with parties who have these disabilities will be provided access to Telecommunication Device for the Deaf (TDD). Inmates that have a need for use of the TDD telephone are to submit a request through Classification Staff. The Classification Supervisor will coordinate use of the TDD phone in a timely manner.

Inmate telephone calls, except attorney calls, may be recorded or monitored.

### **Foreign Nationals**

LMDC will ensure foreign national inmates have access to diplomatic representation of their country of citizenship. Classification staff will assist inmates in contacting diplomatic representatives of their country.

### **Inmate Grievance Procedure**

An inmate grievance procedure is made available to all inmates and includes at last one (1) level of appeal.

## Louisville Metro Department of Corrections Inmate Handbook

During orientation the inmate will be briefed on the following;

LMDC rules and regulations;  
Visitation;  
Telephone and mail procedures;  
LMDC inmate grievance procedures;  
Explanation of fees, charges and/or copayments that may apply while in custody;  
Inmate Commissary;  
Inmate Programs and Services including eligibility requirements;  
Accessing medical treatment;  
Prison Rape Elimination Act (PREA); and  
MRSA staff infections

### **Inmate Request for Services**

Once an inmate is housed to a permanent floor, a Floor Team Classification staff member will be assigned to each inmate. The Floor Counselor will make rounds Monday through Friday to ensure inmate requests are met in a timely manner.

Floor Counselors will be available from 8:00 a.m. to 4:00 p.m. excluding weekends. Rounds are made between the hours of 8:30 a.m. and 9:00 a.m. therefore inmates who have requests or need assistance must be available to meet with the counselor at this time.

Any request for services can be made by utilizing forms available.

Inmates with requests for any type of information such as using the typewriter, notary services, photocopies of legal or other documents etc. will be provided an Action Request Form to complete in its entirety.

Inmate Grievance Forms will be available to inmates upon request.

GED Referral Forms are available to inmates requesting attendance in weekly GED class.

Law Library Request Forms will be available to inmates requesting information from the Law Library.

# Louisville Metro Department of Corrections

## Inmate Handbook

### **Classification**

Louisville Metro Department of Corrections will utilize a formal, objective classification process to house and manage inmates based upon the agency mission, classification goals, agency resources and inmate program needs. Classification is a process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs.

The classification process will be utilized to manage and separate inmates into groups to reduce the probability of assaults and disruptive behavior. The classification will evaluate at minimum; criminal history, mental and emotional stability, escape history, medical status, age, institutional history and the need to keep inmates separated from others. Classification will conduct a periodic reclassification review of inmates status as needed in response to changes in inmate behavior or circumstances.

Inmates who wish to appeal classification decisions are to complete and return an action request concerning their classification to the respective Floor Counselor. The Floor Counselor will then review with a Classification Supervisor who will make a determination. If the supervisor needs additional clarification from Medical, Mental Health, or Security Staff the request will be reviewed with the Classification Review Committee that meets twice a week.

### **Orientation**

Inmate orientation will be held after inmates are arraigned. All inmates will be arraigned within twenty-four (24) hours of arrival unless designated holidays create a delay. Inmates that are not required to attend arraignment will be orientated within twenty four (24) hours of arrival. During orientation Classification Staff will gather the most recent and accurate personal information, emergency contacts, criminal charges and history, gang/group affiliations and obvious needs for special housing.

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No inmate will be subject to retaliatory treatment or reprisal for filing a grievance.

LMDC has established a grievance process to address inmate complaints fairly and reasonably with prompt decisions and actions. The grievance process provides the means for an administrative review of legitimate concerns/issues in order to achieve effective resolutions.

Grievable issues include any aspect of confinement within the facility that is not specifically identified as a non-grievable issue. Grievable issues may include, but are not limited to the following:

- Personal and social services or needs;
- LMDC policies and procedures;
- Personal action by staff;
- Staff conflicts;
- Canteen privileges;
- Health care concerns

A grievance that stems from a non-grievable issue will be returned to the inmate. Non-grievable issues include, but are not limit to:

- Appeal of a court decision or order;
- Non-departmental complaint;
- Booking Fees (as it has its own appeal);
- Inmate Disciplinary Procedure (as it has its own appeal);
- Classification (as it has its own appeal);
- Open Records denial;
- Rejected mail

Grievance forms will be available to the inmates via the Grievance Counselor or the Classification Floor Counselor upon request.

The grievance is to be in writing and legible. It should be contained within the space on the grievance form with no more than one (1) additional page. The grievance is to be signed and dated by the inmate.

## Louisville Metro Department of Corrections Inmate Handbook

A grievance about a specific incident is to be filed within five (5) working days after the incident occurs.

The grievance is to pertain to one issue. Separate grievances are to be filed for separate issues and unrelated incidents.

The grievance must not contain vulgar or abusive language that is unnecessary to explain the grievance. Such grievances will be rejected by the Grievance Counselor.

The grievance is to include all aspects of the issue that the grievant wants to be addressed including sufficient information to identify staff.

An inmate filing a grievance concerning an identified staff member is not to suggest a specific form of disciplinary action.

The Grievance Counselor may reject a grievance that does not comply with the grievance process requirements.

After the grievance has been properly filed, an attempt to resolve the problem will be made through informal resolution means. The resolution stage will involve inquiries or discussions to attempt to resolve the grievance.

Response to the grievance is to be within ten (10) working days from receipt of the grievance unless special circumstances require additional attention. The inmate will have five (5) working days after receipt of the resolution to decide whether to appeal to the next level. The Director/designee will examine the grievance and make a decision. The Director/designee's decision on an appeal is final.

### **Search and Seizure**

All inmates are immediately searched upon arrival to LMDC.

Searches will be conducted in a professional and dignified manner.

Inmates are not subjected to personal abuse, corporal punishment, personal injury, disease, property or harassment.

## Louisville Metro Department of Corrections Inmate Handbook

### **Inmate Account Restrictions**

Inmates owing the Department money, restitution or by court order will have their account restricted until payment is made. If an inmates account is restricted, releases from that account or commissary purchases will not be permitted until payment is made and the account returns to unrestricted status. Deposits to the account will be permitted.

### **Inmate Property and/or Money Release (Third Party)**

Upon authorization from the inmate, LMDC will release inmate property and/or money to persons other than the inmate. This will only be allowed during initial intake and orientation of the inmate. Once an inmate is placed in general population, all property releases will not be completed unless authorized by the Property Supervisor.

### **Unclaimed Property**

LMDC, in accordance with law, will dispose of property not retrieved within (90) days after an inmate's release from custody.

### **Special Management**

Louisville Metro Department of Corrections will maintain safe and secure housing for offenders who require detention, protection or whose behavior indicates they require more physical controls than are available in general population housing units. Inmates will be placed in the Special Management Housing (SMU) only after Administrative consideration and/or a disciplinary hearing. The SMU operates and supervises the inmates housed in Administrative Segregation, Temporary Confinement, Protective Custody, and Disciplinary Segregation.

Segregation housing units will provide living conditions that approximate those of the general inmate population.

# Louisville Metro Department of Corrections

## Inmate Handbook

### Hygiene Items

Soap with dish;  
Toothbrush with case;  
Toothpaste;  
Shampoo;  
Conditioner;  
Powder;  
Plastic comb;  
Deodorant;  
Lotion;  
Lip balm (any brand);  
Female hygiene items (sanitary napkins).

### Deposit to Inmate Accounts

LMDC will receive, transfer and credit money to the account of any inmate submitted by family members or the general public. Western Union Deposits and Money Orders will be the only forms accepted for deposits into inmate accounts. Cash, personal and business checks will not be accepted.

Western Union

The Blue Collect Western Union Form is to be used as follows:

Pay to: Louisville Metro Corrections  
Code city: JCCDLOU  
State: KY  
Account #: Inmate CIN number  
Attention: Inmate's name

Money orders for deposit to inmate accounts will be accepted Monday through Friday from 7:30 a.m. to 10:30 p.m.

# Louisville Metro Department of Corrections

## Inmate Handbook

### Inmate Disciplinary Procedures

Louisville Metro Department of Corrections (LMDC) has established a system for inmate discipline and administrative procedures to ensure fair and impartial due process for all inmates. The disciplinary process shall ensure fair disciplinary practices, proper documentation of rule violations and comply with applicable federal and state laws and regulations as well as American Correctional Association (ACA) Standards.

When an alleged rule violation is reported, an investigation will begin within twenty four (24) hours of the time the violation is reported and completed without unreasonable delay unless there are exceptional circumstances for delaying the investigation.

An inmate pending a disciplinary hearing may remain in their existing housing location until the hearing is held unless the inmate's conduct poses a threat to facility security, their own safety or the safety of others. If such circumstances exist, the inmate shall be placed in administrative segregation pending the disciplinary hearing.

Inmates may waive the mandatory twenty four (24) hour interval between the notification and the hearing by signing the waiver section on the Inmate Disciplinary Report.

Inmates charged with rule violations shall be present at the hearing unless they waive that right in writing. The inmate also retains the right to have witnesses called in their defense. If an inmate is found guilty, the inmate will be provided with a copy of the decision. The written decision shall include the supporting reasons for the decision. The Disciplinary Officer's decision will be based solely on information obtained in the hearing process including staff reports, statements of the inmate charged and the evidence derived from witnesses and documents.

Inmates may appeal decisions of the Disciplinary Officer to the Deputy Director of Programs, as designated by the Director. The Deputy Director of Programs must affirm or reverse the decision of the Disciplinary Officer within fifteen (15) days of the appeal.



## Louisville Metro Department of Corrections Inmate Handbook

**Minor offenses** are violations less serious in nature which may result in a verbal or written reprimand, possible transfer to another housing unit, disciplinary segregation and/or loss of privileges.

**Major offenses** are violations more serious in nature which may result in loss of privileges, restitution damages, disciplinary segregation and/or criminal prosecution.

### Minor Offenses - Category I

The following offenses shall constitute Category I Rule Violations. The administrative penalty for the commission of any Category I offense is confinement in disciplinary segregation for one (1) to five (5) days for each Category I offense, with a combined total not to exceed fifteen (15) days for all Category I offenses arising from the same incident.

- a. Unauthorized use of a telephone;
- b. Utilizing any equipment, material or item other than instructed;
- c. Using abusive language towards other inmates;
- d. Tampering with or destroying another inmate's property;
- e. Not wearing jail clothing in a proper manner;
- f. Failure to maintain personal hygiene;
- g. Wearing unauthorized items on head, such as "do rags";
- h. Standing, sitting or lying on tables;
- I. Failure to maintain personal property in assigned storage bags;
- j. Unauthorized items in a living area/cell;
- k. Unauthorized clothing or bedding items;
- l. Stockpiling commissary items;
- m. Failure to make bed;
- n. Tying knots in sheets and blankets;
- o. Aiding in the commission of the above; and
- p. Persistent Rule Violation (only Disciplinary Officer may charge inmates with this offense).

## Louisville Metro Department of Corrections Inmate Handbook

### Allowable Property

The following lists of items is allowed in the inmate living areas, unless restricted otherwise.

#### **Males**

Seven (7) tee-shirts and/or undershirts, white without writing;  
Briefs and/or boxers;  
Seven (7) pairs of white socks;  
One (1) pair of shoes or boots, any type except steel toe;  
One (1) pair of shower shoes;  
Two (2) sets of thermal underwear (white);  
One (1) pair of gum shorts (orange); and  
One (1) cubic foot of legal paperwork, papers and books. Legal work over the allowable limit must be approved.

#### **Females**

Seven (7) panties;  
Seven (7) bras, no wire;  
Seven (7) pairs of white socks;  
Seven (7) tee-shirts and/or undershirts, white without writing;  
One (1) pair of shoes, any type except steel toe or high heel;  
One (1) pair of shower shoes;  
Two (2) sets of thermal underwear (white);  
One (1) pair of gym shorts (orange); and  
One (1) cubic foot of legal paperwork, papers and books. Legal work over the allowable limit must be approved.

#### **Commissary**

Unopened commissary from other agencies, similar to what can be purchased at LMDC is allowed.

No aerosol or spray bottles of any kind is allowed  
No alcohol based products.

# Louisville Metro Department of Corrections

## Inmate Handbook

### **Property**

Louisville Metro Department of Corrections will provide space for the safe and secure storage of inmate personal property.

### **Initial Intake**

Inmates and their property will be immediately searched upon admittance into the facility. All inmates will be provided a receipt of personal property inventoried.

### **Personal Clothing and Issuance of Jail Attire and Linen**

Prior to assigning inmates to permanent inmate living areas, LMDC will issue inmates clean laundered jail attire and bed linen in exchange for their personal clothing. Inmates will be allowed to keep their briefs or boxers, white socks and white tee-shirt or undershirt. At this time, qualified medical staff will conduct a visual skin assessment and tuberculosis testing.

Each inmate will be issued a storage bag containing the following:

Two (2) sheets;  
One (1) pillowcase;  
One (1) towel;  
One (1) blanket;  
One (1) pair of shower shoes, if needed;  
One (1) roll of toilet paper; and  
One (1) hygiene kit

### **Inmate Access to Personal Property**

Any inmate housed at LMDC may submit a request to have allowable personal property retrieved from the Property Room. To request allowable personal property, the inmate is to complete an Action Request Form, specifically listing those items to be retrieved.

# Louisville Metro Department of Corrections

## Inmate Handbook

### **Minor Offenses - Category II**

The following offenses shall constitute Category II Rule Violations. The administrative penalty for the commission of any Category II offense is confinement in disciplinary segregation for one (1) to ten (10) days for each Category II offense, with a combined total not to exceed thirty (30) days for all Category II offenses arising from the same incident.

- a. Horse play (rowdy, boisterous play);
- b. Failure to maintain a clean living area, cell and/or dorm;
- c. Encouraging others to refuse work;
- d. Gambling and/or possession of gambling materials;
- e. Possession of property belonging to another person;
- f. Defacing, destroying or not wearing an armband;
- g. Affixing any material, picture, etc. to a wall, door, fixture or bunk;
- h. Possession of pornography or sexually explicit materials;
- i. Filing frivolous requests;
- j. Wearing jewelry (body piercing(s), wedding band, religious medallions, etc.);
- k. Entering another inmate's cell;
- l. Aiding in the commission of the above; and
- m. Persistent Rule Violation Offender (only Disciplinary Officer may charge inmates with this offense.

### **Major Offenses - Category III**

The following offenses shall constitute Category III Rule Violations. The administrative penalty for the commission of any Category III offense is confinement in disciplinary segregation for ten (10) to twenty (20) days for each Category III offense, with a combined total not to exceed sixty (60) days for all Category III offenses arising from the same incident. Violations of Category III offenses may also result in criminal charges.

## Louisville Metro Department of Corrections Inmate Handbook

- a. Disruptive behavior, to include but not limited to, shouting, beating on windows/or doors and excessive noise;
- b. Wearing a disguise or mask in an attempt to conceal identity causing a threat to security;
- c. Loaning property or other items of value for profit (i.e., loan sharking);
- d. Lying or providing a false statement to staff pertaining to an investigation;
- e. Being in an unauthorized area (excluding any inmate living area);
- f. Using abusive and vulgar language directed toward staff;
- g. Refusing to follow the orders, directions or instructions of staff;
- h. Threatening another inmate with psychological or physical harm;
- i. Threatening staff with physical harm;
- j. Altering, damaging or destroying departmental clothing;
- k. Assaulting any inmate (i.e., fighting);
- l. Knowingly introducing contraband into any LMDC facility or knowingly makes, obtains or possess contraband;
- m. Extortion, blackmail, protection or demands with a threat of bodily harm or for anything of value from a person;
- n. Absent from assigned work release site (Work Release Program Only);
- o. Refusing to perform assigned work (Work Release Program Only);
- p. Possession of money, credit cards, checks or other negotiable instruments (except Work Release Program);
- q. Smoking and/or possession of smoking materials;
- r. Defacing, marking in, damage to or removal of any legal material, law book or other materials belonging to the law library;
- s. Stealing;
- t. Indecent exposure;
- u. Participating in a work stoppage or group demonstration;
- v. Spitting, urinating and/or defecating in an unauthorized place;
- w. Obstructing any window, cell door or observation device;
- x. Making and/or possessing any intoxicants;
- y. Interfering with lockdowns, counts, or searches;
- z. Possession of tattoo paraphernalia;
- aa. Misuse or abuse of authorized medications or possession of unauthorized medications;
- bb. Harassing telephone calls;

## Louisville Metro Department of Corrections Inmate Handbook

### Security

Louisville Metro Department of Corrections provides twenty-four (24) hour supervision of inmates by trained correctional personnel. Inmate counts will be conducted at various times throughout each shift in which cooperation of all inmates is expected.

LMDC correctional staff are authorized to conduct searches of the facility, inmates and their living areas at any given time to maintain the safety and security of the facilities.

LMDC attempts to prevent the introduction of and the possession of contraband within its facilities. Contraband per KRS 520.010, is any item which a person confined in a detention facility is prohibited from obtaining or possessing by statute, Departmental regulation or posted institutional rule or order. Dangerous contraband, per KRS 520.010, is contraband which is capable of use to endanger the safety or security of a detention facility or persons therein, including but not limited to dangerous instruments as defined in KRS 500.080, any controlled substances, any quantity of an alcoholic beverage, and any quantity of marijuana, and saws, files, and similar metal cutting instruments.

A person is guilty of promoting contraband when he/she knowingly introduces contraband into the facility either by making, obtaining, or possessing any item prohibited by LMDC. Inmates found to be in possession of contraband may be prosecuted as provided by KRS 520.060 or be subject disciplinary action.

LMDC may administer a drug screening test based upon suspicion the inmate is under the influence of a controlled substance. When a urinalysis test is to be administered, the inmate will have three (3) hours to produce a urine specimen. Failure by the inmate to submit and/or produce a urine sample shall result in disciplinary action.

# Louisville Metro Department of Corrections

## Inmate Handbook

### **Academic Programs**

Louisville Metro Department of Corrections will provide inmates access to GED programming while incarcerated. All inmates will be evaluated during orientation for suitability to participate in the Departmental GED program. Only inmates that have not received a high school diploma or GED will be eligible to participate. Inmates who have a documented disciplinary history or demonstrated a negative and uncooperative demeanor will not be eligible. Upon placement into a GED class, instructional and resource materials will be readily available for inmates from the instructor.

Jefferson County Public Schools Adult Education teachers that are licensed and certified by the State Department of Education will administer the GED Program.

For admittance into the program, inmates must submit an action request or GED referral form to the Floor Counselor who will in turn route the request to the Classification Supervisor for approval.

### **Recreation**

Inmates will be allowed to participate in leisure time and recreational activities on a daily basis. Leisure time activities will include games such as chess, checkers, dominoes and will be distributed to inmate living areas by the Gym Officer as needed or requested.

Inmates will have access to exercise opportunities and equipment.

Established gym schedules are assigned to each inmate housing unit.

### **Discrimination/Disabled Inmates**

LMDC will prohibit discrimination on the basis of disability in the provision of services, programs and activities.

# Louisville Metro Department of Corrections

## Inmate Handbook

- cc. Tampering with heating or air conditioning ducts, vents and/or outlets;
- dd. Gang related graffiti;
- ee. Sending or receiving mail through unauthorized sources;
- ff. Committing any misdemeanor not heretofore specified, including but not limited too, terroristic threatening, criminal mischief; etc.;
- gg. Aiding in the commission of above; and
- hh. Persistent Rule Violation Offender (only Disciplinary Officer may charge an inmate with this offense).

### **Major Offenses - Category IV**

The following offenses shall constitute Category IV Rule Violations. The administrative penalty for the commission of any Category IV offense is confinement in Disciplinary Segregation for fifteen (15) to thirty (30) days for each Category IV offense with a combined total not to exceed sixty (60) days for all Category IV offenses arising from the same incident. Violations of Category IV offenses may also result in criminal charges.

- a. Possession of any uniform or other item of employee clothing;
- b. Tampering with any locking device;
- c. Engaging in sexual activities with another person;
- d. Tampering with any fire or safety equipment;
- e. Escape or attempted escape;
- f. Arson;
- g. Possession of a cigarette lighter, matches or other flammable or explosive materials or devices;
- h. Possession of any object or chemical agent which could be utilized as a weapon;
- i. Possession of any Schedule I, II, III, IV controlled substance without Departmental Medical authorization;
- j. Possession of any dangerous contraband into any LMDC facility or knowingly makes, obtains or possess dangerous contraband;
- k. Assaulting staff including spitting or throwing human waste at or on any staff;
- l. Failing or refusing Breathalyzer or drug tests;

## Louisville Metro Department of Corrections Inmate Handbook

- m. Knowingly introducing dangerous contraband into any LMDC facility, or knowingly makes, obtains or possess dangerous contraband;
- n. Stopping up plumbing (sinks and toilets) with foreign objects with the intent to damage, flood or disrupt facility operations;
- o. Altering, tampering, damaging or destroying Departmental or vender property (i.e., telephones, televisions, building structure, etc);
- p. Unauthorized contact with the public;
- q. Attempting to solicit staff to engage in unauthorized activity, including but not limited to, introducing contraband or establishing inappropriate relationships;
- r. Participating in any major disturbances (i.e., riot, hostage, aggressive group action, etc.).

### **Offense Sanctions**

If the inmate is found guilty of any offense charged, the Disciplinary Officer may impose the following sanctions or combination thereof:

- a. Reprimand - verbal or written;
- b. Restriction of any privilege (i.e., visitation, recreation, telephone commissary, etc.);
- c. Probated disciplinary segregation time;
- d. Placement in Disciplinary Segregation for a maximum of thirty (30) days for a minor offenses or a maximum of sixty (60) days for major offenses;
- e. Restitution for damages, destroyed property or injury;
- f. Forfeiture of any available and/or earned sentence credits (i.e., service credits for work per KRS 441.127); and
- g. Violations may result in criminal prosecution.

### **Housing and Grooming**

LMDC will ensure male and female inmates are housed separately.

Inmates are allowed freedom in personal grooming except when a valid security interest justifies otherwise.

## Louisville Metro Department of Corrections Inmate Handbook

Participation and eligibility requirements are as follows:

Period of incarceration must be thirty (30) days or greater;  
No more than one (1) disciplinary infraction of inmate rules;  
Risk of being homeless upon discharge;  
Lack of occupational skills which deter inmate from securing gainful employment;  
No employment upon re-entry back into the community;  
Need for continuing health care for pre-existing medical conditions;  
Need for mental health referral based on identified of mental health diagnosis;  
History of alcohol/substance abuse, abuse, dependency;  
Lack of GED or High School diploma;  
Lack of financial resources upon release;  
Lack of transportation upon release;  
Need for clothing;  
Need for obtaining food;  
Need for childcare assistance; and  
Need for support services (AA, NA, other support groups).

For admittance into the program, inmates must submit an action request to the Floor Counselor who will in turn route the request to the Senior Social Worker who coordinates the program.

### **Substance Abuse/ Re-Entry Program (Pathways)**

LMDC will provide counseling, program services and case management for inmates at the Community Corrections Center for alcohol and drug treatment. Inmates who wish to participate in this program must submit an action request to the respective Floor Counselor requesting admission into the program. The Senior Social Worker will assess and review each inmate for acceptance into the program.

## Louisville Metro Department of Corrections Inmate Handbook

For every five (5) sentence credits earned, one (1) day of the sentence to be served by the inmate will be deducted.

Sentence credits will be deducted from the maximum expiration date of the sentence.

If an inmate violates Departmental rules or engages in other misconduct, LMDC may withdraw sentence credits earned by the inmate.

LMDC staff will ensure that all inmates are properly trained in the use of chemicals and equipment for sanitation duties, cutlery, food service equipment and machinery. Inmate working conditions will be compliant with all applicable federal, state and local work safety laws and regulations. The inmate work day will be approximate to the work day in the community. Inmates can not be forced to work more than eight (8) hours in a day. Any special or protective clothing or equipment necessary for work details will be provided by LMDC.

### **Inmate Library Services**

LMDC will ensure library services are available to all inmates. The library cart will be available to each housing unit once a week. Inmates will be permitted to check out one (1) book at a time. Inmates will only be permitted to check out a new book upon return of the previously checked out book. Prior to release, inmates must return all Departmental books to staff.

### **Pre- Release Planning**

In order to provide a continuum of care to the inmate population and strive to decrease the rate of recidivism, a collaborative plan will be developed to identify strengths, resources and needs of inmates during incarceration and upon release. LMDC will provide screening, assessment and case management services for inmates who meet the eligibility requirements for the Pre-Release Program.

## Louisville Metro Department of Corrections Inmate Handbook

### **Inmate Hygiene**

Inmates will have access to toilets and wash basins twenty four (24) hours a day. Inmates will also have access to operable showers with temperature controlled hot and cold running water.

The exchange of clothing (jumpsuit or pants and shirt), linen and beddings including towels will be conducted weekly with specific schedules for each housing area.

Laundry will be conducted on the days scheduled for each housing area and on a weekly basis. A pre-numbered mesh laundry bag will be issued by the Property Department to each inmate upon assignment to a housing area.

All inmates are to be responsible for each item of Departmental clothing, bedding and linen. Inmates may be charged a reasonable fee for the replacement of lost or damaged items issued to them while in custody of LMDC. Damaged items may result in the issuance of disciplinary sanction.

Each inmate will be issued a mattress upon arrival to their assigned housing unit. Upon release of the inmate, the pillow and mattress will be returned to security staff before departing the floor to ensure accountability and proper sanitizing.

LMDC will ensure hair care services and hygiene items are available to inmates. Inmates will have the opportunity to receive hair care services during scheduled recreation time. Razors will be provided to the inmate population on a daily basis.

Inmates will receive a hygiene pack upon their assignment to a permanent housing location including a washcloth, toothbrush, tube of toothpaste, bar soap, comb and container of deodorant.

Toilet paper will be distributed to inmates during their scheduled linen exchange day. Feminine products will be distributed to each female living area daily.



# Louisville Metro Department of Corrections

## Inmate Handbook

### **Medical and Mental Health Care**

Louisville Metro Department of Corrections ensures health care services are provided to the inmate population in an acceptable professional manner and in similar fashion with commonly accepted medical practices in the community. Inmates housed in the facility will have unimpeded access to a continuum of health care services so that their health care needs including prevention and health education, are met in a timely and efficient manner. Louisville Metro Department of Corrections will seek reimbursement from inmates in custody for expenses incurred when receiving medical, dental or mental health services; however, all inmates access to health care will not be precluded by inability to pay.

Inmates will have access to twenty four hour medical treatment, care or services. Inmates may initiate requests for health care services on a daily basis. Inmates may request a Health Services Request Form from the nurse during rounds made in all living areas. The Health Services Request Form is to be completed and given to the nurse during medication pass.

### **Mental Health Services and Referrals**

Louisville Metro Department of Corrections will provide screening and referral services to all inmates who appear mentally ill, developmentally disabled or whose adaptation to the correctional environment is significantly impaired. All inmates will be screened upon admittance for mental health risk issues and behavioral health risk, in which recommended protocols for housing may be made.

Inmates referred for mental health treatment will receive a comprehensive evaluation by a licensed mental health professional.

### **Dental Care**

Routine and emergency dental care is provided to each inmate under the direction and supervision of a licensed dentist.

# Louisville Metro Department of Corrections

## Inmate Handbook

The following pay scale will be utilized:

### **Position**

Road Crew	\$4.00
Food Service	\$2.00
Laundry	\$2.00
Commissary	\$2.00
One-on-One Watcher	\$1.00
Special Details	\$1.00
Sanitation Work Aides	\$2.00
CCC First Floor Food Worker	\$2.00
Jail Complex (CCC Work Aides)	\$2.00
Metro Recycling Center	\$2.00
Barber	\$2.00
Bio-Hazard Cleanup	\$1.00

Floor Sergeants will be responsible for the accounting of all hours worked by work aides returning from details on each respective shift.

Inmates who have been sentenced for misdemeanor charges and perform work details will receive sentence reduction unless precluded by written order of the sentencing court. The following work details for sentenced misdemeanor charges are as follows:

Food service workers (kitchen)  
Laundry workers  
Commissary workers  
Road Crew  
Outside clearance from Community Corrections Center.

When credit is granted, it will be uniform and based on the following:

For every eight (8) full hours of work, one (1) sentence credit will be earned.



## Louisville Metro Department of Corrections Inmate Handbook

Any of the following will eliminate an inmate from consideration for work aide status:

Federal, out of state or out of county hold;  
Fugitive/Governor Warrants;  
Felony parole or probation detainees;  
History of promoting contraband;  
Previous escape from work release;  
Charge of Assault 1st, 2nd or 3rd;  
Charge of Wanton Endangerment 1st;  
Sentenced felony awaiting prison time;  
Violation of Emergency Protection Order, Domestic Violence Order;  
Stalking charges;  
Charge of felony Terroristic Threatening 1st;  
Charges sexual in nature;  
Maximum security level;  
Bond of \$50,000 or more; or  
Upheld disciplinary action within the past thirty days.

To qualify for outside clearance, work aides must meet the following eligibility requirements:

Inmates will qualify as a regular work aide;  
Inmate will not have a current escape or attempted escape charge(s);  
Inmates bond will be \$15,000 or less;  
Inmates will not have case(s) pending in Circuit Court;  
Inmates will be minimum custody status;

Inmates will be compensated for work performed. Where statute permits, incentives such as monetary compensation, special housing, extra privileges and good time credit will be distributed in accordance with written guidelines.

## Louisville Metro Department of Corrections Inmate Handbook

### **Pregnant Inmates**

Female inmates will have access to pregnancy management services.

### **Medical Co-Payments**

Louisville Metro Department of Corrections will impose a medical co-payment fee for inmates.

The co-payment schedule for all inmates shall be as follows:

Physician/Psychiatrist/Nurse Practitioner Visit	\$ 6.00
Dental Visit	\$ 6.00
Nurse (RN or LPN) Visit	\$ 4.00
Lab Fees	\$ 4.00
Prescription Handling	\$ 2.00
Over-the-Counter Medication	\$ 0.75
Follow-up Services	\$ No Charge

### **Health Care Grievances**

Any complaints regarding health care services shall be addressed in writing to the Health Services Administrator. Grievance forms for medical issues may be obtained from any Classification Staff or the Inmate Grievance Counselor.

### **Religion**

Inmates have the opportunity to practice their religion within limits necessary to maintain facility order and security.

Each inmate is given the opportunity to participate in religious services and receive religious counseling.

Inmates are not required to attend or participate in religious services or discussions.

## Louisville Metro Department of Corrections Inmate Handbook

The Departmental Chaplain will be responsible for providing religious activities and developing community resources to meet the religious needs of all inmates.

Group worship and study will be conducted in designated places and times. Services will be available to all inmates unless participation is limited to maintain the order and security of the facility.

All segregated inmates may receive visits from the Chaplain and/or other clergy.

Any inmate requesting a religious diet, consistent with their religious faith, may make a written request to their counselor who will forward the request to the Chaplain for review and approval.

### **Visitation**

Louisville Metro Department of Corrections will grant inmates the right to receive visits twice a week. All visitors to LMDC facilities will register upon entrance. A maximum of two (2) adult visitors or one (1) adult and one (1) minor child will be allowed per visit. Inmates have the right to refuse a visit.

During orientation, all inmates will be assigned to a permanent floor at which time they will receive their visitation schedule.

LMDC will ensure and facilitate inmate access to counsel and assist inmates in making confidential contact with attorneys. Routine attorney visits will take place in the designated attorney booths on each floor.

LMDC will also ensure and facilitate inmate access to Clergy. All Clergy requesting to visit an inmate must present a Certificate of Ordination.

Inmate to Inmate visits (inner-jail visits) may be permitted on a limited basis with immediate family members only. Immediate family members will consist of mother, father, sister, brother, son, daughter or spouse.

## Louisville Metro Department of Corrections Inmate Handbook

The request must be submitted in writing by the inmate requesting the visit and approved by the Director/designee. Prior to forwarding to the Director/designee, Classification Staff will verify the inmate family relationship.

### **Access to Programs and Services**

Louisville Metro Department of Corrections will provide programming consistent with the needs of the inmate population and will ensure inmate programs and services are available. Programs and Services include social services, religious services, substance abuse, academics, and recreation. LMDC is committed to providing a continuum of services to address the inmates needs from the initial intake and discharge, in order to assist in a successful transition back into the community.

Certain programs require a referral. Classification Staff will ensure their respective caseloads are screened for potential participation.

### **Substance Abuse (Enough is Enough)**

LMDC will provide counseling and program services for inmates with drug and alcohol addiction problems. Inmates who wish to participate in this program are to receive an action request from the respective Floor Counselor requesting admission into the program. The Substance Abuse Program Coordinator will evaluate and review each inmate for acceptance into the program.

### **Work Aides**

LMDC will provide as many inmates as possible the opportunity to work productively in internal work assignments consistent with their security and supervision requirements and the needs of the Department. Pretrial and unsentenced are not required to work except to do personal housekeeping and to clean their housing area. Non-sentenced inmates willing to work voluntarily who meet the established requirements to be a work aide will be placed on a facility assignment upon availability or placed on a waiting list.